

1. As a project manager, you're an expert at determining which tasks are most critical to the success of a project and helping team members identify and break down large tasks into smaller steps. What project management value does this represent? 1 / 1 point

- ☐ Delegation
- ☐ Optimism
- ☐ Effective communication
- ☒ Prioritization

✓ Correct

2. As a project manager, you use productivity tools and develop processes to improve information sharing across the team. Which project management responsibility does this represent? 0 / 1 point

- ☐ Planning and organizing
- ☐ Removing unforeseen barriers
- ☐ Managing the budget
- ☒ Managing tasks

✗ Incorrect

Please review [the video on the roles and responsibilities of a project manager](#).

3. As a project manager, you choose the best project management methodology for your team and ensure they adhere to it throughout the project. What project management responsibility does this represent? 1 / 1 point

- ☐ Hold all team members accountable for their assigned tasks.
- ☒ Help teammates adopt the right workflows and project management styles.
- ☐ Ensure that issues and risks are tracked and visible.
- ☐ Collaborate with other teams at the organization.

✓ Correct

4. What is an example of measuring progress for a cross-functional team? 1 / 1 point

- ☒ Recording milestones and documenting when tasks are completed
- ☐ Learning what makes team members feel supported and giving positive feedback
- ☐ Defining key items and encouraging team members to ask questions

☐ Setting up effective tools so the team can easily work together

☒ Correct

5. After several years as a project manager, you've learned that project plans often face unexpected changes, even with careful upfront planning. When this happens, you are able to adjust while helping your team stay calm. Which core project manager skill set are you demonstrating with these behaviors?

1 / 1 point

- ☐ Communicating and escalating
- ☐ Strong organizational skills
- ☒ Flexibility
- ☐ Enabling decision-making

☒ Correct

6. As a project manager, one of your team members suddenly must leave your project to deal with a family emergency. To stay on schedule, you pull another team member off of a task that is not time-sensitive and assign him to the urgent task that your departing team member was working on. Which flexible planning strategy did you use to deal with this unexpected circumstance?

1 / 1 point

- ☐ Calculating "float" in your schedule.
- ☒ Planning for risks and challenges
- ☐ Enabling decision-making
- ☐ Assessing external constraints

☒ Correct

7. Two of your team members cannot agree on who should have to work an extra shift, on the weekend, to complete a task that they share responsibility for. You call a meeting with them to determine if a solution can be agreed upon. Which interpersonal skill are you using?

1 / 1 point

- ☒ Conflict mediation
- ☐ Negotiation
- ☐ Positive attitude
- ☐ Understanding motivations

☒ Correct

8. As a project manager impacting an organization, you want to *break down barriers* to help your team succeed. Which of the following would a project manager do to *break down barriers*? 1 / 1 point
- ☐ Make sure you clearly understand customer expectations.
 - ☐ Communicate the impacts of each process within the project to the team.
 - ☒ Advocate for additional resources for your team.
 - ☐ Understand each team member's motivations, strengths, and weaknesses.
- ☒ Correct
9. As a project manager building a relationship with your customer, which of the following questions will help you focus on the customer? Select all that apply. 1 / 1 point
- ☒ How is the problem impacting your organization?
- ☒ Correct
- ☐ How much are you willing to spend on this project?
 - ☒ What is the problem you would like us to help solve?
- ☒ Correct
- ☐ How long have you been in business?
10. As a project manager, you give your team members opportunities to work directly with stakeholders and their teams. In doing this, you are utilizing interpersonal skills to fulfill what responsibility? 1 / 1 point
- ☐ Teaching and mentoring
 - ☐ Communicating status and concerns
 - ☒ Empowering your team
 - ☐ Controlling change
- ☒ Correct
11. Yui is a project manager working for a clothing company developing a new line of winter sleepwear. Which of the following is necessary for Yui to manage this project effectively? 1 / 1 point
- ☒ Yui must ensure team members understand their objectives and have what they need to be successful in their tasks.
 - ☐ Yui must be able to do the things that each of her team members can do.
 - ☐ Yui must directly manage her team members while they do their tasks.

☐ Yui must know every single detail about the project at all times.

☒ Correct